

## COMMISSION ON PUBLIC RECORDS

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- **FORMS MANAGEMENT**

402 West Washington Street, Room W472  
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- **RECORDS MANAGEMENT**

402 West Washington Street, Room W472  
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- **MICROGRAPHICS**

100 N. Senate Avenue, Room N055  
Indianapolis, Indiana 46204  
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- **STATE RECORDS CENTER**

6400 East 30th Street  
Indianapolis, Indiana 46219  
(317) 591-5325  
Fax (317) 591-5328

- **STATE ARCHIVES**

6440 East 30th Street  
Indianapolis, Indiana 46219  
(317) 591-5222  
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- **PRESERVATION AND CONSERVATION LAB**

6440 East 30th Street  
Indianapolis, Indiana 46219  
(317) 591-5222

- **CPR WWW ADDRESS:**

internet/intranet: <<http://www.IN.gov/icpr>>

# PUBLIC RECORDS

The foundation

The memory

The protector of

Democracy in Government

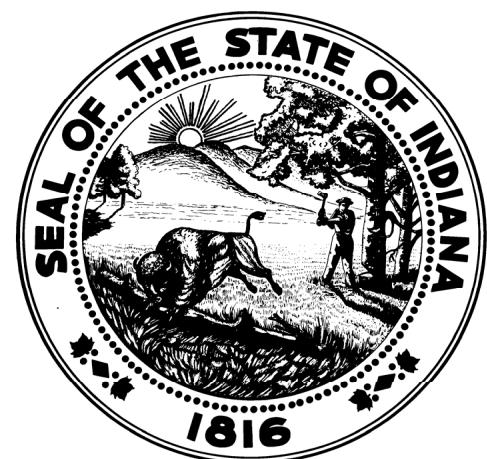
*"A popular government, without popular information, or the means of acquiring it, is but a prologue to a farce, or a tragedy; or, perhaps both."*

*Knowledge will forever govern ignorance; and a people who mean to be their own governors must arm themselves with the power which knowledge gives."*

--James Madison

*4th President of the United States*

# COMMISSION on PUBLIC RECORDS



402 West Washington Street, Room W472  
Indianapolis, Indiana 46204-2379

## **COMMISSION ON PUBLIC RECORDS MISSION STATEMENT**

Assist state and local governments in the efficient management of public records, including design, use, storage, and permanent preservation.

### **FORMS MANAGEMENT**

Provide efficient and cost-effective forms, eliminate confusing and unnecessary record keeping, provide education, and understanding of the vital role of forms in state government.

### **RECORDS MANAGEMENT**

Ensure lawful, efficient retention of necessary public records and coordinate destruction or permanent preservation when no longer needed by state agencies.

### **MICROGRAPHICS**

Provide filming and processing services, assist in the development of standards, and coordinate utilization of all micrographics equipment.

### **STATE RECORDS CENTER**

Store public records in a safe and secure environment, provide authorized access and carry out approved destruction procedures.

### **STATE ARCHIVES**

Preserve and provide efficient access to historical information and records, protect critical records, and help local government manage and preserve records.

### **PRESERVATION AND CONSERVATION LAB**

Restore and repair valuable and historical records, implement a records disaster recovery program, and coordinate statewide preservation programs.

The Commission on Public Records was created by Public Law 1035, chapter 219, on 11 March 1935. The Indiana General Assembly expanded and modified the Commission's organization and responsibilities in 1961, 1971, 1979, and 1983.

The Commission became an independent state agency in 1979, and now consists of eight divisions: Forms Management, Records Management, State Records Center, State Archives, Micrographics, and the Conservation Lab, thereby completing the life cycle of information and records. Together with the administrative and fiscal divisions, these divisions create, manage, distribute, and preserve the information of the State of Indiana through efficient and fiscally responsible policies and procedures.

The life of all information record keeping begins with a well-designed form (Forms Management) which after distribution and use becomes a record. This record is then destined, through a retention schedule (Records Management), for ultimate destruction or preservation. Depending on the retention schedule, the record can be stored temporarily and then destroyed (State Records Center), or it can be preserved permanently as an historic record (State Archives). Some important records are microfilmed (Micrographics), or are restored and/or repaired (Conservation Lab).

The Oversight Committee on Public Records functions as the policy-making body for the Commission, and consists of the Governor, the Secretary of State, the State Examiner for the State Board of Accounts, the Director of the State Library, the Director of the Historical Bureau, the Director of the Commission on Public Records, the Commissioner of the Department of Administration, the Public Access Counselor, and two lay members appointed by the Governor for four-year terms.

Since safeguarding public information is a vital function of government, the Commission's role in the administration of records is to reduce paperwork, preserve Indiana's history, and improve the efficient operation of state government.

